

JANUARY 24, 2025

ADDENDUM NO. 1

**ANSWERS FOR TECHNICAL PROPOSAL  
VENTURA PORT DISTRICT PARKING MANAGEMENT SERVICES AT VENTURA HARBOR**

The Ventura Port District has received questions from potential respondents regarding Ventura Harbor Parking Management Services. In an effort to provide the same information to all, listed below are the questions received to date, with responses from District staff.

**1. Will this solicitation receive component-based responses?**

A: No, the District is requiring the services of a contractor that will provide all services including pay stations, mobile payment, enforcement, citation and permit management, validation, and overall management.

**2. Is Living Wage a requirement?**

A: No, however, Prevailing Wage is required for any construction related activities. While the District doesn't anticipate any construction activities, the contractor will be required to provide Prevailing Wages if construction were to occur.

**3. Is the preference to use Flowbird for Pay Stations?**

A: Yes, the preference is for the contractor to provide Flowbird CWT Touch Multi-Use Pay Station. More information can be accessed by reviewing the following link: <https://www.flowbird.group/smartcity/us/products/compact-s5/>

**4. Can you please let me know which lots require parking occupancy/counting systems?**

A: The baseline data that is needed is to understand the number of vehicles that are entering the Harbor. Therefore, the usage of LPR technology would enable integrations with the parking payment and permit data. Contractor should describe their approach to manage vehicle counting and how it can be integrated throughout the proposed solution.

- Occupancy and dwell time are not required but would be ideal for marketing purposes. Include an option for occupancy and dwell times for:
  - o The entire village (considered as a single lot since it is interconnected and supported by 6 entrances)
  - o Independent counts for each beach and the launch ramp
- Contractor should describe any options to identify and/or send alerts if oversized vehicles entering restricted parking locations like the village parking lot.

**5. Can you please also let me know what kind of vehicles will be parking in each of the lots?**

A: The vehicles will be a mix of visitor, employee, commercial, and oversize vehicles with the majority of vehicles being those used by visitors for the Harbor businesses and beach areas.

**6. What items would be considered taxable?**

A: As a special district, we aren't exempt from any taxes.

**7. Who is responsible for the financing of the equipment?**

A: Equipment financing should be included in the services proposed by the contractor including proposed payment options. The equipment will remain the property of the contractor until the conclusion of the contract (3 years or after the additional years if the options are exercised).

**8. For the parking technology, would this be a capital cost?**

A: Yes, but it should be factored into the contractor's proposal in the Excel spreadsheet provided.

**9. Who will be the merchant of record for credit card processing, or will it be the operator?**

A: It will either be the contractor or your subcontractor.

**10. Who will be responsible for the maintenance of the parking lots?**

A: The District. But the contractor is responsible for maintaining the parking equipment and parking signs in the parking lot. The contractor should, at a minimum, regularly communicate issues at the parking lots that require maintenance by the District.

**11. Are there any valet and/or shuttle needs?**

A: No valet. Shuttle services might be considered at a later date but are not part of this contract.

**12. SC-2 Liquidated Damages, there is a significant number of instances where a penalty maybe applied, please provide cap amounts on the penalties if any?**

A: There are no cap amounts to the penalties. It is the District's expectation that any issues will be resolved quickly and expediently to avoid liquidated damages.

**13. We understand printed proposal copies will be required. Can proposals be hand delivered to the address of 1603 Anchors Way Drive, or must they be mailed?**

A: Correct – printed proposals are required. Either hand-delivered or mailed is acceptable.

**14. For the Bid Documents including "Bid Sheet" for Corporate Seal, and Licensing Statement, are wet signatures required, or will digital or printed signatures suffice?**

A: We expect wet signatures (particularly of the notary) and seal. However, a hard copy of a DocuSign (or equivalent) is provided, this is also suitably binding for such signatures of responsible members of the corporation.

**15. Please confirm that aside from Coin payment, this will be an entirely Cashless operation?**

A: Yes. Coins are the only form of cash payment that will be accepted at 4 pay stations. The remaining pay stations will be entirely cashless.

**16. If Cashless operation, for "Cash Transactions" on "Parking Costs and Revenue- Contractor Table" is this Line Item to assume coin processing?**

A: Assuming you are referring to the tab "Transaction Costs", Cell F23, that is the assumption. If the contractor's costs for managing cash transactions does not conform to how it is shown in the spreadsheet, you can highlight the change to the spreadsheet and provide an explanation of the change in the technical proposal.

**17. We did not see a Line Item for "Liability Insurance" on the Excel form "Parking Costs and Revenue - Contractor Table." Should we include Liability Insurance under the line item "Other Fees?"**

A: Any and every cost you anticipate passing on to the Ventura Port District must be captured somewhere in the Excel sheet and reflected in the Bid Price. If you wish to separate out these fees, you can highlight and alter the spreadsheet and explain the changes in the technical proposal. As a reminder, values in the Optional Services Tab do not get added to the Bid Price, so that would not be the correct location to put fees that are not optional.

**18. Is an integration with gates required for any of the off-street parking locations?**

A: It is not anticipated that any gated off-street parking lots will require any integrations implemented by the contractor.

**19. In reference to Section 12, EXECUTION OF CONTRACT, will the Bidder have an opportunity to propose changes to the Form Agreement?**

A: Contractors can identify any exceptions to the contract in your response.

**20. Is there a page limit to the Timeline section of the proposal response?**

A: Not necessarily, but a Gantt chart or similar is what we think would be ideal, possibly supplemented with additional information as needed.

**21. In the Parking Cost Excel Worksheet, please clarify what the Ventura Port District requests regarding the 2 Static LPR systems apart from the Mobile LPR System.**

A: After further discussion, the district is no longer requiring fixed mount or static LPR cameras as part of the proposal.

**22. Regarding signage that will be needed but isn't mounted to existing poles, please confirm that the District will install a pole and any other civil work.**

A: The District will install any new sign poles required.

**23. Will the Port District provide a secured office for the contractor and its employees to count revenue and store equipment?**

A: Because the parking management of the shopping center is not 7 days per week and there is no public-facing parking service required (other than enforcement), the District did not intend to provide an office space. Ideally the employees on site would utilize their vehicle as a mobile office. The District can store equipment/spare parts and uniforms.

**24. Will revenue be deposited into the Port District's bank account or the Contractors?**

A: Revenue will be deposited into the contractors and then remitted to the District on a monthly basis.

**25. Instead of resumes for all contractor's employees supporting the project implementation, transition, and oversight, will the Port District consider accepting Bios except for the proposed lead supervisor/manager dedicated to the program?**

A: Yes we can make the exception to include bios except for the proposed lead supervisor/manager of the program.

**END OF ADDENDUM**

**Please acknowledge receipt of this Addendum No. 1 by signing below and including with your bid packet.**

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